



SITE DEVELOPMENT APPLICATION Land Disturbance/Zoning Compliance

This page must be completed in full by the Applicant. Please also see Applicant Instructions and checklists.

SUBMITTAL CHECKLIST

Applicants may be required to have a Pre-Application meeting. At that meeting you will be informed whether or not the scope of your project warrants a full development plan review, which includes **land disturbance** and **zoning compliance**.

Your application must include the following items, or it will not be considered complete:

- ☐ Completed Application form
- ☐ Five (5) Sets of Plans (Pre-Application will determine if applicant is exempt from any of the plans)
 - Survey with Existing Conditions (see Checklist)
 - Site Plan (See Checklist)
 - Engineering and Environmental Plans (see Checklists) (if land disturbance triggered; depends upon square footage of disturbed area and stormwater improvements)
 - Landscape and Tree Plan (see Checklist)
 - PUD Documents (if applicable, see Checklist)
- ☐ Written Legal Description of Property
- ☐ Property Deed
- ☐ Tax Assessor Parcel Record Card
- ☐ Recorded Plat of Property (Five (5) copies)

Check here if applicant seeks to annex the listed property into the City limits ☐

FOR OFFICE USE/DETERMINATION

Review determination and fee: Review fee (payable to *The City of Clarkston*) depends on type of review(s). (See Fee Schedule):

_____ Zoning Compliance (type)	_____ (Fee)
_____ Land Disturbance (type(s))	_____ (Fee)

APPLICANT INFORMATION (see property information details below for complete information)

Applicant Name _____		Company _____
Primary Phone # _____	Alternate Phone # _____	Fax # _____
Email Address _____		



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PROJECT SUMMARY

Name of Project _____

Detailed Project Description (building expansion/renovation, new construction, site work, use (indicate if change); Include proposed use(s) and square footage of floor area for each use):

Total Number of Parcels Involved: _____	Total Project Area (acre/sf): _____	Total Disturbed Area: _____
Total Number of Buildings: _____	Total Estimated Construction Cost: _____	

☐ Development of Regional Impact (see table for thresholds that trigger DRI review)

I hereby certify that all information provided herein and in the accompanying documents is true and correct.

Applicant Signature _____

☐ Property Owner

☐ Owner's Agent

Date _____



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PROPERTY INFORMATION/OWNER AUTHORIZATION

If more than one parcel is the subject of review, owner-applicant shall complete information for each parcel on additional page attachments; authorized agent-applicants must complete this page for EACH parcel.

PARCEL (PROPERTY) INFORMATION

Property Address/Location	Suite/Apt. #	City, State	Zip Code
Parcel ID/Property Tax Identification Number	Total Acreage		
Present Use(s)	Present Zoning (Official Zoning Map)		
Proposed Use(s)			

☐ Indicate here if there are more than one subject parcels (attach information accordingly)

Legal description includes: Or: ☐ Indicate here that an exhibit identifying property location is attached.

Subdivision Name	Lot #	Block #
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PROPERTY OWNER

Owner (Person, Firm, Corporation, or Agency)	Company Name		
Mailing Address	Suite/Apt. #	City, State	Zip Code
Primary Phone #	Fax #	Email Address	

PROPERTY OWNER'S AGENT (If applicable; must match applicant contact information on page #1)

Name and Company (Owner's Agent or Attorney)			
Mailing Address	Suite/Apt. #	City, State	Zip Code
Primary Phone #	Fax #	Email Address #	

AUTHORIZATION FOR AGENT (If applicable)

Owner Signature	Date
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Print Name

Subscribed and sworn before me this _____
day of _____, 20____.

Signature of Notary Public in the State of Georgia

NOTARY SEAL



SITE DEVELOPMENT APPLICATION
Land Disturbance/Zoning Compliance

TRANSMITTAL SHEET FOR DEVELOPMENT PLANS REVIEW/APPROVAL

Completed form to accompany each submittal/resubmittal

Submittal Date

Project Name

Project Location

Engineer's Name

Engineer's Address

Engineer's Phone #

Property Owner's Name

Property Owner's Address

Property Owner's Phone #

Number of Plans &

Hydrology Studies

Narrative Response Sheet

with Plan Resubmittal

FOR CITY USE:

Date Reviewer Contacted: _____

Date Reviewer Received/Picked-up Plans: _____

Signature: _____